

**MSPB TRAINING CALENDAR  
AUGUST-DECEMBER 2010**

DATE(S)	COURSE TITLE	TIME	COST	CPM Elective Credit	ASCP Elective Credit
<b>AUGUST</b>					
9-13	Basic Supervisory Course	8:30-4:30	\$300	*30	--
16-20	CPM Level II	8:30-4:30	\$300	--	--
23	Advanced Writing	8:30-4:30	\$190+	*6	--
24-26	ASCP Level III	8:30-4:30	\$300	--	--
<b>SEPTEMBER</b>					
2-3	7 Habits for Non-Managers (2 day course)	8:30-4:30	\$215+	--	--
2	Document Management	8:30-4:30	\$80	*6	--
3	Developing Trust in Your Employees	8:30-4:30	\$80	*6	--
13-17	Basic Supervisory Course (East Mississippi State Hospital Staff ) Meridian,MS	8:30-4:30	\$300	*30	--
13-17	CPM Level III	8:30-4:30	\$300	--	--
13	Stress Management	8:30-11:30	\$60	--	♦♦3
13	Rights & Responsibilities	8:30-11:30	\$60	--	♦♦3
14	Managing Multiple Priorities	8:30-4:30	\$80	--	♦♦6
15	Advanced Cultural Diversity	8:30-4:30	\$80	--	♦♦6
20-24	Basic Supervisory Course	8:30- 4:30	\$300	*30	--
21-23	7 Habits of Highly Effective People	8:30-4:30	\$320+	*18	--
27-Oct.1	Basic Supervisory Course (Dept. of Human Services Session)	8:30-4:30	\$300	*30	--
27-Oct. 1	CPM Level IV	8:30-4:30	\$300	--	--
<b>OCTOBER</b>					
5	Team Building for Non-Managers	8:30-11:30	\$60	--	--
5	Internal Customer Service (non-managers)	1:00-4:00	\$60	--	--
6	Attitude-It's Not Me, It's Them (non-managers)	8:30-11:30	\$60	--	--
11-15	CPM Level V	8:30-4:30	\$300	--	--
13	Motivation/Burnout	8:30-11:30	\$60	--	♦♦3
13	Dealing with Difficult Customers	1:00-4:00	\$60	--	♦♦3
14	Public Records Management	8:30-11:30	\$60	--	--
14	Positive Work Environment	1:00-4:00	\$60	--	♦♦♦3
20	Advanced Writing	8:30-4:30	\$190+	*6	--
25-29	CPM Level II (Dept of Health) Starkville, MS	8:30-4:30	\$300	--	--
26	Leadership Strategies for the Public Sector	8:30-4:30	\$80	*6	--
26	Writing Advantage	8:30-4:30	\$190+	--	♦♦6
27	Overview of Government	8:30-11:30	\$60	--	♦♦3
27	Cultural Diversity	1:00-4:00	\$60	--	♦♦3
28	CPM Orientation	9:00-11:00	No Cost	--	--
<b>NOVEMBER</b>					
1-3	ASCP Level II	8:30-4:30	\$300	--	--
1-5	CPM Level I	8:30-4:30	\$300	--	--
15	Advanced Writing (Dept of Health) Starkville, MS	8:30-4:30	\$190+	*6	--
15-19	CPM Level VI	8:30-4:30	\$300	--	--
<b>DECEMBER</b>					
1	ASCP Orientation	8:30-11:30	No Cost	--	--
2-3	CPM Executive Seminar	8:30-4:30	No Cost	*14	--
7-9	ASCP Level I	8:30-4:30	\$300	--	--
13-17	Basic Supervisory Course	8:30-4:30	\$300	*30	--

♦ASCP Level I Elective  
♦♦ASCP Level II Elective  
♦♦♦ASCP Level III Elective

\*CPM Program Elective Credit  
+Cost includes book or instrument

For further information, please contact:

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